

UET meeting

Tue 01 March 2022, 10:00 - 12:00

Committee room/MS Teams

Attendees

UET members

John Vinney (Chair), Tim McIntyre-Bhatty, Jim Andrews, Susie Reynell (Finance Director)

In attendance

Jane Forster, Sarah Hutchings (Present at: 2), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters arising from the previous meeting held on 15 February 2022

Approval
Chair

Minutes

The minutes from the previous meeting were approved with no further comments or redactions.

Matters arising

JA gave an update on the current timeline for Royal London House

 Minutes_UET meeting_150222 (1).pdf

2. Finance discussion

Susie Reynell

Present: Sarah Hutchings

2.1. Cash flow update

Discussion
Sarah Hutchings

SH joined the meeting to review our latest cashflow position. SH noted that there was quite a big of movement this week:

- extra SLC funding had been received. SH commented that more funding was received through SLC claims and less through instalments
- enrolment had been kept open later than usual due to the wider context and therefore we were not seeing as much upfront fee income for the January starters
- timing differences on accommodation income and pay costs
- timing difference on non-pay
- digital enablers, IT&IP and Estates & IT capital were all running behind on their forecast spend

2.2. Bid approvals

Approval
Susie Reynell

-RED ID: 12886 – “FoodMAPP Building Food Security through developing transparent local food supply, supporting business development, promoting local and seasonal consumption practices and reducing food waste”, Horizon Europe MSCA Staff Exchanges – Jeff Bray

-----SR commented that the above bid was above its target and would recommend it from a finance point of view.
On that basis, UET approved the bid going forward.

 Narrative for UET meeting 1.3.22.pdf

2.3. Business and budget planning proposals

SR commented that SH and the team were still pulling the final figures together. The main piece of work currently going on was to split the various pay costs.

SH added that they had taken an update to the fee income from PRIME and flown that into the model and looked at the cost of the establishment as it was now alongside the current vacancies.

SR highlighted the key points to discuss:

-the difference between the establishment and pay which was a key priority

-pay and NI - another important piece of work


-placements and numbers around final year students

-inflation

-'transformation' savings : SR noted that this should be split into three categories - 1.Transformation Team led by BK

2.Procurement savings which would sit with the new Head of Procurement and 3. Digital Enablers under IT

JFo noted that the dates of the Business Reviews had been sent put to UET and ULT diaries and would also be discussed at the ULT meeting tomorrow.

 Business planning review meetings.pdf

3. Standing item: OfS and Government Reporting

- Reportable events update

-No new reportable events to be noted.

3.1. Update on OFS response to previous reportable event


TMB updated UET on the recent discussions. It was agreed that Ros Ashcroft, Deborah Wakely and Jacky Mack would be invited to UET next week to give a more detailed progress report.

4. Future Meetings and Items

- ULT agenda - 2nd March 2023
- ULT agenda - 23 March 2022

Agendas noted.

 EULT agenda 23rd March 2022.pdf

 EULT agenda 2nd March 2022.pdf

5. AOB

- JA advised UET that the university were in contact with staff and students from Ukraine, as well as those from Russia. We were offering support as required and were preparing to support others who have been displaced
- SR had circulated to UET the 'Fraud Policy and the Procurement Manual' for review and approval. These had also been included in the papers for the ULT meeting tomorrow - 2 March.
- SR updated UET on the recent Head of Procurement and her EO interviews
- Following the recent email received by SUBU in respect of NDAs, JFo would respond accordingly on BU's position
- UET approved electronically the one year extension to the 'Student Wellbeing' contract